Goddard Procedures and Guidelines

DIRECTIVE NO.   GPG 3410.2
EFFECTIVE DATE:
EXPIRATION DATE:

APPROVED BY Signature:
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TITLE: Director

Responsible Office: 110/Office of Human Resources

Title: EMPLOYEE TRAINING AND QUALIFICATION

Preface

P1.   PURPOSE

This procedure establishes the process for identifying and meeting employee training and qualification requirements.

P2.   APPLICABILITY

This procedure applies to all GSFC organizations involved in the products and processes covered by the scope of the GSFC Quality Management System (see GPD 1270.3).

P3.   AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

P4.   REFERENCES

a.   X-118, The OPM Qualifications Standards Handbook

b.   GPD 1270.3, GSFC Quality Management System (QMS)

c.   GSFC Annual Calendar of On-Site Training

d.   Rating Schedules for Aerospace Technology Positions

P5.   CANCELLATION

a.   GMI 3410.2, Employee Development and Training

b.   GMI 5300.1, Soldering or Inspecting Electrical Connections for Space Flight Hardware

c.   GMI 8610.5, STS Personnel Reliability Program

Procedure

1.   DEFINITIONS

a.   Training - The process of providing knowledge and skills to employees to better enable them to perform their current duties or future duties. Training may include on-the-job training (OJT), job-specific training such as a series of instructions or proficiency demonstrations leading to qualification, or general training such as a single training course, academic instruction, developmental assignment or conference.

b.   Employee Training Record - This is a permanent record, maintained by the Office of Human Resources (OHR), which documents an employee's training history including general training such as a single training course, academic instruction, or conference. It specifically excludes training not funded through Center training funds including on-the-job-training or developmental assignments which should be documented in the employee's performance plan and maintained in their supervisor's office. Although it does include documentation of any training that leads to qualification, it does not include documentation of the qualification. Qualification records and records of training leading to qualification will be maintained by the qualifying organization.

c.   On-the-job training - Non-classroom training that focuses on performing tasks to build skill proficiency. OJT is done under the guidance of someone experienced and fully qualified in that job or task. For the purpose of employee training records, OJT shall be considered "prior experience."

d.   Personnel Qualifications - Training or competencies which provide an individual the necessary skills, knowledge, or credentials to perform their position responsibilities.

e.   Position Description - The document that describes the knowledge, skills, and abilities needed for a specific job, as well as the position's major duties.

f.   Qualification – Qualification is the formal process (also known as certification) that leads to an objective evaluation approval of a person's knowledge, skills, and competence to perform a function in comparison to established criteria. Qualifying organizations have specific authority to perform such evaluations and grant qualification.

g.   Supervisor - The supervisor assigns tasks to employees through an Employee Performance Plan. The Supervisor is accountable to management for the quantity and quality of work performed and for assuring efficient and economical work operations. The Supervisor's functions include a range of duties and responsibilities for planning, organizing, and reviewing work; administering personnel matters; and dealing effectively with employees and union representatives on employee-management concerns.

2.   IMPLEMENTATION

2.1   Identification of Employee Qualification Requirements

2.1.1   The Office of Human Resources (OHR) shall: ensure that new hires possess the qualifications such as education, experience, and professional credentials which meet the requirements specified by position descriptions, the OPM Qualifications Standards Handbook, and the Rating Schedules for Aerospace Technology Positions; and maintain position descriptions for all employees in partnership with line management.

2.1.2   Supervisors shall: ensure that only qualified employees perform work; review employee position

descriptions at least annually and update them as required; maintain records related to each employee's job/skill-related experience; and ensure that appropriate employee training is scheduled.

2.2   Identifying Employee Training and Qualification Resource Requirements

2.2.1   The OHR shall assess training needs for the Center; define training objectives, develop training materials, and establish training courses in conjunction with the end users of the training. The OHR shall prepare, advocate, and manage the Center's financial and budget resources for GSFC's training program. The OHR shall prepare training budget estimates for the Center's training requirements, allocate resources, track and account for resources expended, and manage GSFC's training facility.

2.2.2   Directorates shall respond to OHR budget calls for employee training course requirements during training needs assessments.

2.2.3   Supervisors shall: define training and qualification requirements for each employee position; identify the knowledge, skills, and abilities required to perform specific tasks and analyze each task to determine the need for training and qualifications; identify special processes requiring qualification; develop training plans for employees that address gaps between current and required knowledge as well as skills and competencies needed to perform assigned tasks; communicate their employees' training requirements to the OHR; and ensure that, when appropriate, qualifying instructors for those tasks or processes requiring qualification are designated.

The Supervisor shall document new training and qualification needs in each employee's performance plan as needed.

2.4   Providing Employee Training and Qualification

2.4.1   The OHR shall ensure that the training programs and qualification courses necessary for the performance of all tasks are provided.

2.4.2   Supervisors shall ensure that employees receive the required training and qualification and do so within the applicable time requirements.

2.5   Maintain Training and Qualification Records

2.5.1   The OHR shall update the employee training record. The training record shall be maintained separate from the employee's Official Performance Folder and Employee Performance File.

2.5.2   The Supervisor shall maintain the employee's qualification records and records of training where OHR managed resources were not used, such as OJT and developmental assignments.
Records:

3.   RECORDS

Employee Training Record
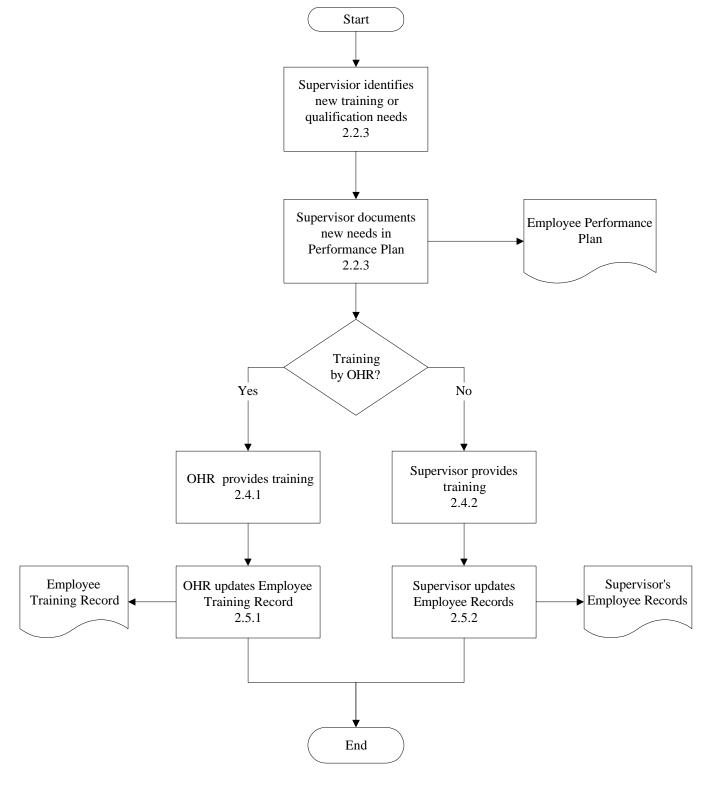
Employee Training and Qualification Flowchart

Start

Supervisior identifies
new training or
qualification needs
2.2.3

Supervisor documents
new needs in
Performance Plan
2.2.3

Employee Performance
Plan

Training
by OHR?

Yes

No

OHR provides training
2.4.1

Supervisor provides
training
2.4.2

Employee
Training Record

OHR updates Employee
Training Record
2.5.1

Supervisor updates
Employee Records
2.5.2

Supervisor's
Employee Records

End

Figure 1